

## Special Events Application

Town of Bluffton  
20 Bridge Street  
Bluffton, SC 29910  
Fax: (843)757-6720  
Email: jbulger@townofbluffton.com  
Phone: (843)706-4583 or 706-4500

### Section 1 – Applicant Information

Name of Applicant or Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 2 – Event Information

**If any portion of the event is to be held on private property, please include a letter (with the application) from the property owner authorizing the event. If an event is to be held at the Oyster Factory Park, the applicant must first contact Beaufort County Parks and Leisure Services for permission. For information about using the Oyster Factory Park, phone Joe Penale or Shannon Loper at (843)470-4840.**

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Date(s) & Time(s): \_\_\_\_\_

Event Sponsor(s): \_\_\_\_\_

Expected Daily Attendance: \_\_\_\_\_

Expected Peak Attendance: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

Will there be musical entertainment? If yes, please specify the number of bands and stages, describe the type of music, and give the time when the music will start and stop:

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Will there be inflatable, hot-air balloons, jump houses, or similar devices? If yes, please describe type, size, and locations for each:

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Will there be electrical services or generators? If yes, describe:

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Will there be tents or canopies? If yes, how many?

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Will there be any items sold? If yes, describe:

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Will there be open flames or cooking? If yes, describe:

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Will there be temporary fencing? If yes, describe:

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Will there be first aid stations? If yes, how many?

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Will there be portable toilets? If yes, how many?

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Will there be a carnival or other amusements? If yes, describe:

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Will there be spotlights? If yes, how many?

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Describe any other activities at the event:

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**Section 3 – Parades, Marches, Protests, Running/Walking/Cycling/Skating Events and Block/Street Parties**

Assembly Area: \_\_\_\_\_

Assembly Time: \_\_\_\_\_

Disassembly Area: \_\_\_\_\_

Disassembly Time: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Describe Units (motorized, animals, floats, sound amplifications, etc.)\_\_\_\_\_

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Parking Locations: \_\_\_\_\_

Events that include street closings, alcohol sales or large groups of people must have approval by the Bluffton Police Department. Does your event require approval?

\_\_\_\_\_ (yes or no)

\*Please provide a detailed route to be used for the event.

## **Section 4 – Alcohol**

**Is the applicant serving beer, wine, or liquor? \_\_\_\_\_**

**If yes, go to the website of the South Carolina Department of Revenue to learn whether an alcohol beverage license/permit is needed: <http://www.sctax.org>. Once connected to the website, go to Alcohol Beverage Licensing/General Information where you will find the license requirements. The application must be signed by the Bluffton Police Chief. A copy of the license/permit must be provided to the Town before the Town will approve the event application. The Town recommends the applicant begin pursuing the license/permit at least 30 days prior to the event.**

## **Section 5 – Insurance**

**A certificate of insurance is required for major events. Major events are generally defined as events of several hours of duration, or of multiple days, or a repetitive nature such as weekly or monthly, and which could include the need for traffic coordination by law enforcement and the closure of public right-of-ways. If an event is scheduled to take place on within Town limits, the Town may require a certificate of insurance. Certificates of insurance must show the name of the event, dates of coverage, date, time, location of the event, and type of liability. The person/organization listed on the certificate must be the applicant. A copy of the certificate must be provided to the Town before the Town will approve the event application. The Town recommends the applicant begin pursuing the certificate at least 30 days prior to the event.**

## **Section 6 – Event Fees**

**If notified by town staff that police security and/or traffic control is needed, you will be required to contact the Bluffton Police Department at 843-706-4550 to schedule a meeting with a representative from that department.**

**Police security/traffic control: \$35.00 an hour per police officer, minimum of three hours, plus logistical expenses (i.e.: golf cart rentals, water, etc). If services are needed on a holiday the charge is \$70.00 an hour per police officer, minimum of three hours, plus logistical expenses.**

**Checks are made payable to the Town of Bluffton. Prepayment may be required depending on the event.**

**If any trash or other debris is left on the public right-of-ways following the event, the event will be charged for the labor required to clean and/or remove the trash/debris.**

## **Section 7 – Indemnification**

**Applicant/Permitee agrees to indemnify and hold harmless the Town of Bluffton and its agencies, representatives, employees and officers from and against any and all claims, liabilities, damages or judgments, caused by or arising out of (a) dealings between the Applicant/Permitee and third parties; (b) the issuance of this permit; and (c) the Town's approval of traffic-control and security provisions regarding Applicants/Permitees proposed event for which this application is being prepared.**

**This indemnification includes the costs of the Town's litigation and counsel fees. Applicant/Permitee agrees, at its own expense, to defend all of the persons to whom this covenant extends against any such claim.**

## **Section 8 – Certification**

**The applicant will sign below to certify that the applicant has read and understands the information contained in this Special Events Application, and that all the information contained in the Application is true and correct to the best of the applicant's knowledge. The applicant also certifies that the applicant has the legal authority to represent the listed organization in matters pertaining to this event. The applicant also certifies that the applicant understands that the Special Events Permit is not transferable to any other individual or group and that merely applying does not mean approval.**

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**Applicant Signature**